

TITLE OR SUBJECT OF SUGGESTION · Auditorium Enhancement	CLASSIFICATION UNCLASSIFIED	SUGGESTION NO. 77-316.
PRESENT METHOD The use and the recording of events in the Headquarters Auditorium by the use of electronic media (videotape) is on the increase. At the present time the "discs" on the walls and ceiling are painted an "off-white".		
I SUGGEST That the "discs" be painted with a medium shade of blue, matte finish paint. The disc directly behind the stage should be a medium shade of blue. The rest of the discs can be painted either the same , ascending, or descending shades of the same color.		
ADVANTAGES The image quality of every Agency videotape will be considerably enhanced giving them a more professional appearance. Audience eye strain and fatigue will be reduced, especially during presentations lasting more than one hour. According to the latest research, the color blue is the most universally acceptable color worldwide.		
FORM 244 USE PREVIOUS EDITIONS 4-64	CLASSIFICATION	(47) PART 2- CIRCULATING COPY

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Approved For Release 2002/01/30 : CIA-RDP80-00473A000100090009-7

SUGGESTION EVALUATION REPORT

TO: Executive Secretary
Suggestion Awards Committee

SUGGESTION NO.

SUSPENSE DATE

INSTRUCTIONS: Please complete this form in detail to guide the Suggestion Awards Committee in making a final determination of the merits of this suggestion. Retain third copy.

1. ACTION RECOMMENDED ☐ ADOPT ☐ DECLINE ☐ OTHER (Specify):

2. REASONS FOR RECOMMENDATION (If more space is needed, use plain paper)

3. TANGIBLE FIRST-YEAR SAVINGS (Man-hours, material, equipment, etc.)

4. INTANGIBLE BENEFITS (See guide on reverse side of third copy)

5. WHAT OTHER OFFICES, DIVISIONS, ETC. MIGHT ALSO USE THIS IDEA?

DATE

SIGNATURE OF EVALUATOR (Type name and title)

FORM
2-70

244b

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(43)

INTANGIBLE BENEFITS GUIDE

MINIMUM REQUIREMENT FOR CASH AWARD: THE INTANGIBLE IMPROVEMENT OR IDEA SHOULD COMPARE WITH A TANGIBLE CONTRIBUTION SAVING \$250 OR MORE ANNUALLY.

VALUE OF BENEFIT	EXTENT OF APPLICATION			
	LIMITED	EXTENDED	BROAD	GENERAL
MODERATE	\$ 25-50	\$ 50-100	\$ 100-200	\$ 200-400
SUBSTANTIAL	50-100	100-200	200-400	400-1000
HIGH	100-200	200-400	400-1000	1000-2500
EXCEPTIONAL	200-400	400-1000	1000-2500	2500-25000

VALUE OF BENEFIT

MODERATE	MODIFICATION OF AN OPERATING PRINCIPLE OR PROCEDURE; AN IMPROVEMENT OF RATHER LIMITED VALUE.
SUBSTANTIAL	SUBSTANTIAL MODIFICATION OF AN OPERATING PRINCIPLE OR PROCEDURE; AN IMPORTANT IMPROVEMENT.
HIGH	COMPLETE REVISION OF A BASIC PRINCIPLE OR PROCEDURE; A HIGHLY SIGNIFICANT IMPROVEMENT.
EXCEPTIONAL	INITIATION OF A NEW PRINCIPLE OR MAJOR PROCEDURE; A SUPERIOR IMPROVEMENT TO THE QUALITY OF A CRITICAL PRODUCT, ACTIVITY, PROGRAM, OR SERVICE TO THE PUBLIC.

EXTENT OF APPLICATION

	AFFECTS FUNCTIONS, MISSION OR PERSONNEL OF:
LIMITED	ONE OFFICE OR INSTALLATION; OR A SMALL AREA OF SCIENCE OR TECHNOLOGY.
EXTENDED	SEVERAL OFFICES OR INSTALLATIONS; OR AN IMPORTANT AREA OF SCIENCE OR TECHNOLOGY.
BROAD	AN ENTIRE AREA OR DIRECTORATE. MAY BE APPLICABLE TO ALL OF AN INDEPENDENT AGENCY OR A LARGE BUREAU.
GENERAL	SEVERAL AREAS OR DIRECTORATES, OR AN ENTIRE DEPARTMENT, OR LARGE INDEPENDENT AGENCY, OR IN THE PUBLIC INTEREST THROUGHOUT THE NATION OR BEYOND.

APPROPRIATE NONFINANCIAL RECOGNITION MAY BE GRANTED FOR IMPROVEMENTS OR IDEAS WHICH DO NOT MEET THE STANDARD FOR CASH AWARDS.

SUPERVISORS ARE THE KEY TO THE SUCCESS OF THE SUGGESTION AND INVENTION PROGRAM! WE NEED YOUR PROFESSIONAL EFFORT IN GIVING PROPOSALS A PROMPT AND COMPLETE EVALUATION. OBJECTIVE EVALUATIONS STIMULATE BETTER IDEAS AND ACHIEVEMENTS THEREBY GAINING GREATER BENEFITS, SAVINGS, AND EFFICIENCY OF OPERATION.

EFFECTIVE 1 JULY 1969